

UNITED STATES MARINE CORPS MARINE CORPS AIR GROUND COMBAT CENTER TWENTYNINE PALMS, CALIFORNIA 92278-5000

CCO 12410.2B 201-105 14 Oct 92

COMBAT CENTER ORDER 12410.2B

From: Commanding General To: Distribution List

Subj: CIVILIAN TUITION ASSISTANCE PROGRAM

Ref: (a) CPI 410 (NOTAL)

Encl: (1) DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement

1. <u>Purpose</u>. To set forth policy and procedures for the payment of tuition assistance to civilian employees.

- 2. Cancellation. CCO 12410.2A.
- 3. <u>Background</u>. The reference established the policy that the head of each activity is authorized to determine training expenses that are entitled to funding support. In making this determination, the activity head is required to be guided by the principles of equity, priority of the need (mission/job relatedness) and sound fiscal management. Payment of training expenses will not result in either a gain or loss to the employee.
- a. It is a well established precept that training and development are essential elements in the management of organizations and activities. To the extent that adequate training and educational resources are available, or when prudent management dictates that alternative non-government resources be used, activity heads may authorize expenditure of training and development funds for this purpose.
- b. The reference precludes activities from authorizing, approving or funding self-development (either on or off duty) that is not related to present duties or to planned or likely future assignments. Assistance may be provided, however, to an employee who wishes to pursue job related or occupation-oriented self-development. Funds may be authorized to cover such expenses as tuition and matriculation fees, library and laboratory services, books, materials and supplies.
- 4. <u>Policy</u>. The policy of the Combat Center is to encourage individual self-development in any area. Financial assistance, subject to availability of funds, may be available to those employees engaged in approved educational activities directly related to their present duties or planned or likely future assignments.
 - a. DD Form 1556 must be approved prior to enrollment to ensure reimbursement.

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b. Tuition assistance, as approved, will be paid to the employee when training is completed and a grade of C or better is received.

5. Action

- a. The employee is responsible for having DD Form 1556 completed using enclosure (1) as a guide, obtaining supervisory and unit funding approval, and forwarding the completed form to the Employee Development Branch of the Human Resources Office (HRO). Upon completion of the training, provide a copy of a grade report to the Employee Development Officer indicating a grade of C (2.0 on a 4.0 scale) or better was received along with any receipt(s) for authorized expenses incurred.
- b. Authority to approve employee requests for tuition assistance is delegated to the following individuals:
- (1) Supervisor approve or recommend approval by completing Blocks 32a-d of DD Form 1556.
- (2) Directors, Commanding Officers, Officers in Charge, as Fund Administrator approve and certify availability of funds.
- (3) HRO certify cost effectiveness of the educational event (i.e., whether a suitable government-sponsored or non-government source could be substituted at less cost), applicability to the occupation or career field of the employee, and the potential for benefit to the Combat Center/Activity as a direct result of training. Complete Blocks 33a-d of DD Form 1556. In addition, upon receipt of a satisfactory grade report, prepare NAVCOMP Form 2277, Voucher for Disbursement, and forward to Disbursing for payment to the employee.
- 6. <u>Summary of Revision</u>. This Order has been substantially revised and should be read in its entirety. The revision provides guidance on procedures, adds unit funding approval authority, and restates employee requirements for reimbursement under the civilian tuition assistance program.
- 7. <u>Applicability</u>. This Order is applicable to all Combat Center units employing Civil Service personnel.

P. M. IVERSON Chief of Staff

DISTRIBUTION: A-2 plus HRO (50)

DD FORM 1556, REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

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